



# Flexible/Remote Workplace Policy

-

Policy Owner: Human Resources

Supersedes: n/a

Last Reviewed Date: April 2025

## Purpose

At DFIN, employees value the flexibility of working remotely. The purpose of this policy is to define the parameters that support a flexible/remote workplace governed by a culture of accountability and respect.

## Applicability

All DFIN employees who Work from Home (WFH) - *employees who are not assigned to a physical location as their primary location in SuccessFactors* - must adhere to the guidelines set forth in this policy in addition to any location specific laws and policies. The primary location refers to an employee's approved remote residence as designated at the time of hire or as subsequently approved and updated in SuccessFactors. Any request to change from a physical location to WFH must receive prior approval from the employee's manager and VP HR business partner and must be updated in SuccessFactors.

## Policy

### 1. GENERAL:

- A. DFIN operates under a flexible workplace model that allows employees to work remotely from their primary location, with the exception of attending occasional in-person company meetings or events. Employees will receive advance notice in these circumstances.
- B. With prior approval from the employee's manager and VP HR business partner, employees may be authorized to access DFIN's systems, tools and applications when working in or visiting countries in which DFIN has an established business relationship.
- C. DFIN recognizes that Cybersecurity Risk increases when employee and contractors choose to work from locations that are less secure or pose an elevated threat to DFIN's digital assets. To further mitigate this risk, DFIN limits the ability to access DFIN systems from certain geographical locations. Employees are prohibited from working and/or otherwise accessing DFIN's systems, tools and applications from any country or area that is deemed high-risk (*level 4 travel*

*advisory as set forth by the U.S. Department of State and/or other countries noted by DFIN Security that pose an elevated risk).*

- i. The current restriction lists are published on the “DFIN IT Governance, Risk and Compliance” SharePoint which can be found at Daily DFIN > DFIN IT Governance, Risk and Compliance.
- ii. To gain approval for access to DFIN systems in restricted countries, you must submit an “*International Travel Notice Request*” via the ServiceNow portal at least 2 weeks before travel specifying all locations where DFIN systems will be accessed. The request must be approved by your manager and an SVP or EVP-level approver before being reviewed by the Security team. *Please note that authorization may be withdrawn at any time.*
- iii. Employees who bypass or otherwise circumvent this or other cyber security policies, may be subject to disciplinary action up to and possibly including termination.

## **2. WFH EMPLOYEE RESPONSIBILITIES:**

- A. Maintaining a work environment that allows the performance of job duties with minimal distractions and with secure and reliable internet.
- B. Maintaining a safe workspace that is free from any hazards.
- C. Adhering to DFIN’s Performance Counseling and Code of Conduct policy.
- D. Working within DFIN’s Information Technology (IT) network and adhering to the DFIN Information Security Policy.
- E. Maintaining the security and privacy of DFIN’s confidential and proprietary information in accordance with the policies on Confidential Information, Customer Information, and Taking Care of Customer Property.
- F. Maintaining valid, up-to-date contact information in SuccessFactors, including a mobile phone number and the physical address of the approved primary location.
- G. Maintaining productivity, communication, and availability according to agreed-upon work schedule, regardless of location.

## **3. PERMANENT MOVE OUTSIDE OF THE PRIMARY LOCATION:** Any permanent move requires an email request to be sent to your manager and VP HR business partner, at least 30 days in advance, for approval and to assess the impact on the business. Employees are responsible for understanding and addressing any tax implications that may arise from a permanent move. Sales reps are expected to reside within their sales region. *(If moving near your primary location, notify your manager and VP HR business partner, and ensure your contact information is updated in Success Factors.)*

- A. Mild Impact: Moving within two time zones
  - i. Example: Moving from New York to Chicago
  - ii. In most cases, the change will have little to no impact and will be approved.
- B. Moderate Impact: Moving three time zones
  - i. Examples: Moving from the East Coast of the United States to the West Coast or moving from California to Hawaii
  - ii. While these requests are not automatically approved, they will be considered with flexibility depending on the nature of the role and operational needs.
- C. Major Impact: Moving more than three time zones or internationally
  - i. Example: Moving from the United States to any international location.

- ii. This level of request will be carefully evaluated with a more stringent approval process as it is likely to have more substantial effects.

4. **TEMPORARY MOVE OUTSIDE THE PRIMARY LOCATION:** Any request to work in a remote location other than the employee's primary location requires an email request sent to your manager and VP HR business partner, at least 30 days in advance, for approval and to assess the impact on the business. Employees are responsible for understanding and addressing any tax implications that may arise from a temporary move. *For more information on vacation and time off guidelines, please refer to the Flexible Paid Time Off policy.*

- A. Working outside of the primary location for up to 5 business days with no change to working hours or conditions does not require approval.
- B. Mild Impact: Working outside the primary location for up to three weeks, within two time zones
  - Example: Visiting another location for a family reunion or other special event
- C. Moderate Impact: Working outside the primary location for three to six weeks, within three time zones
  - Example: Preparing for a permanent relocation, allowing flexibility during the transition
- D. Major Impact: Working outside the primary location longer than six weeks, more than three time zones or internationally
  - Example: Accompanying a spouse or other family member who is required to travel, allowing you to remain together for the travel period
- E. Any travel outside of the approved primary location exceeding six weeks in duration will be evaluated on a case-by-case basis. This level of request will be carefully evaluated with a more stringent approval process as it likely has more substantial effects.

5. **REIMBURSABLE EXPENSES:** For work-related travel reimbursement guidelines, please refer to the Travel and Entertainment policy. Employees may be eligible for reasonable reimbursement for necessary expenditures which are incurred in connection with their job duties. Employees should talk to their managers and seek management approval to obtain any such reimbursement.

- A. Unless the company asks you to relocate, permanent move expenses are not reimbursable.

DFIN reserves the right to monitor an employee's location and to deny a relocation request for any reason. Employees approved to move may have additional location tracking or IT access obligations for security, tax, payroll or other reasons. Violations of this policy will be evaluated by your manager and HR business partner to determine appropriate corrective action, if necessary. If you have questions about this policy, seek clarification prior to making any plans or commitments to relocate.

## References

Confidential Information, Customer Information and Taking of Customer Property-ICI-LG-704 Policy

Travel and Entertainment Policy

DFIN Information Security Policy

Flexible Paid Time Off Policy

Performance Counseling and Code of Conduct Policy